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IMPORTANT: Fleet Updates Require Your Attention

1 message

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To: Fleet Vehicle Custodians <Fleet-Vehicle-Custodians@lbl.gov>

Vehicle Custodians-

The following RPM sections have been updated. You should review the policies to ensure you understand your responsibilities as a vehicle custodian:

- [Vehicles, Use of Laboratory or Government](#)
- [Vehicle Accidents and Incidents Reporting](#)
- [Vehicles, Management of Laboratory or Government Fleet](#)

There are a few additions that I'd like to call your attention to:

- Vehicles must be secured when not actively in use. Vehicles should never be left running unattended. And the vehicles should be locked and keys kept in a secure location when not in use.
- Fleet must be notified when any damage occurs to a vehicle, whether by accident or incident. This includes when a bumper is dented/scratched when trying to park on-site or damage that occurs with no known cause.
 - If you currently have damage on your vehicle that has not been repaired, please notify fleet@lbl.gov
- Any modifications to vehicles must be approved by Fleet. This includes decals, stickers, and equipment. If you currently have any modifications, request retroactive approval by emailing fleet@lbl.gov

For shared vehicles, I recommend sharing this email with all drivers by either forwarding the email or printing and posting where the keys are kept.

-Heather



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Preferred Pronouns: she, her, hers